



Writing a Résumé

Researching

To maximize your chances of landing an interview, you should tailor your résumé to each job listing. Research the company where you will apply:

- Search the website, annual report, or other publications for keywords the company uses to describe its mission and goals.
- Contact the company's human resources department to pose specific questions about the position.

Generating ideas

Brainstorming our full range of skills is an important step in shaping an attention-grabbing résumé.

- Read the job listing carefully; highlight all keywords describing responsibilities, skills, and traits.
- List all accomplishments and awards you have attained; then pick those relevant to the position.
- List projects you have participated in or completed (research studies, volunteer work etc.), and then pick those most relevant to the position.
- List qualities the company is looking for; then list ways you have demonstrated those qualities.
- Review your academic and job history; list experiences that match the company's values and needs.

Formatting

Templates for résumé development are available on the Web and in Word. Two broad categories of résumés typically appear on employers' desks:

- **Chronological Résumé: Entries listed beginning with most recent.**
Education or work history comes first, followed by organizations, skills, and honors. The chronological résumé is often used by professionals who have been in the workforce for a long time.
- **Skills and Education Résumé: Qualities other than work experience are emphasized.**
Useful for students without much work experience, this résumé highlights strengths and communicates that the applicant possesses the skills qualifying him or her for consideration.

The University of Arkansas [Career Development Center](#) has a variety of [sample resumes](#) and [templates](#) for building your document. Their Web site has a wealth of resources for resume writers.



- Consistent formatting and spacing used for headings
- Details and dates are separated into columns.
- Active verbs used to describe job responsibilities.
- If there is blank space at the bottom, add references or adjust formatting to fill page.

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OBJECTIVE To apply communication and planning skills to a position in a fast-paced and forward-looking advertising firm.

EDUCATION

MA Communications	Emory University, Atlanta, Georgia Thesis: "The Run Around: Marital Discourse"	May 2015
BA Russian Literature	Georgia State University, Atlanta, Georgia GPA: 3.85	May 2013

WORK EXPERIENCE

Intern, WTST News	456 Communications Square, Atlanta, Georgia	(2014-present)
	<ul style="list-style-type: none"> • <u>Assist</u> news anchors • <u>Attend</u> to public inquiries • <u>Coordinate</u> deliveries of daily supplies to studio 	
Floor Manager, Old Navy Retail Store	Park Plaza Mall, Atlanta, Georgia	(2012-2014)
	<ul style="list-style-type: none"> • <u>Administrated</u> daily business activities • <u>Supervised</u> store employees • <u>Wrote</u> weekly financial summaries 	

ACTIVITIES and HONORS

Volunteer, Habitat for Humanity		(2011-present)
Campus Activities Planner, Georgia State University		(2011-2013)
Equestrian Scholarship, Georgia State University		(2009-2011)
Secretary, Delta Delta Delta Sorority		(2011-2012)

SKILLS

- Dreamweaver website publishing
- Microsoft Word
- Microsoft Excel
- Proficient in French Language

Items listed beginning with most recent, a chronological resume.



Sections

Successful résumés contain most or all of the following sections:

- **Name and Contact Information:** Full name, address, phone number, and email
- **Objective:** An optional section, *Objective* describes professional aim. Some applicants tailor this brief statement to the position (e.g., “To contribute my skills and experience to the dynamic marketing team at Wal-Mart”), while others avoid reference to the company or job (e.g., “To contribute my skills and experience in copy-writing and design to a dynamic marketing team”).
- **Education:** List post-secondary institutions, degrees, and academic accomplishments (high GPA, scholarships, honors, publications). If still attending, write “Expected graduation June 2018.”
- **Work Experience:** Where you worked and when (month and year). Include your title. List in bullet points your key responsibilities. Begin with active verbs. List any key accomplishments or awards.
- **Skills/Qualifications:** List skills relevant to the position and company; describe them in ways that satisfy the company’s agenda and concerns.
- **Activities and Honors:** List any important public recognitions or awards.
- **References:** If the employer wants to contact your previous supervisors, they will notify you. You can attach a page with professional and personal references, or include a note at the bottom of the résumé: “References available upon request.”

Language

As you begin drafting and revising, make sure your language reflects the company’s ethics and priorities. If the company cares about “creativity” and “innovation,” those words should appear somewhere in your document. If the company “puts family and ethics first,” emphasize aspects of your background that reveal your commitment to those priorities.

Style

Employers have limited time to review application documents. They form a first impression after scanning a résumé for just a few seconds, so you need to present a polished, flawless document. Write clear and concise statements that communicate the essential background information relevant to the advertised position.

Resources

The University of Arkansas [Career Development Center](#) helps students throughout the job search process (Arkansas Union 607, 479.575.2805).

Purdue University’s [OWL Résumé Workshop](#) provides useful suggestions.

JobStar Central, a local public library job search guide, has [résumé building tools](#).